



**George H. Ryan, Governor**  
**Jackie Garner, Director**

## **Illinois Department of Public Aid**

201 South Grand Avenue East  
Springfield, Illinois 62763-0001

**Telephone:** (217) 782-5565  
**TTY:** (800) 526-5812

4/19/02

### **INFORMATIONAL NOTICE**

TO: Participating Hospices and Long Term Care Facilities

RE: HOSPICE POLICIES

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Questions regarding several hospice-related issues have caused an increase in inquiries to the Department. These questions involve hospice election periods, long term care facility notification to the local Department of Human Services (DHS) office of patient residence in the facility, and room and board payment. The Department wants to remind providers of the following policies:

- Hospice providers are responsible for notifying the Department of patient elections, revocations, decertifications, and non-recertifications in a timely manner. The posting of a hospice election period on the Department database is required to allow payment to the hospice, but it also prevents payment of claims to other medical providers. Prompt notification to the Department of changes to the election periods will minimize payment disruption to other medical vendors, and allow Department collection of more accurate patient statistics.
- Long term care facilities are responsible for notifying the local DHS office when a Medicaid-eligible patient becomes a resident by completing an admissions packet and sending it to the local office. This is especially important if the patient already is receiving hospice care. The local DHS office has to enter the information into the database. When a facility resident receives hospice services, direct payment from the Department to the facility ceases. Hospice providers are required to bill for the nursing home room and board charges, in addition to the actual hospice care. **The entire hospice claim will be rejected if there is no long term care data on the Department database from which to price the room and board charges.**
- If a current long term care facility resident elects hospice care, it is not necessary for the facility to inform the local DHS office. The hospice provider must notify the Department via a Notice of Election, and system updates are generated from that notice. If a long term care facility receives payment by the Department for any days after a resident's hospice care begins, the payment will be recouped systematically once the hospice election information is added to the database.

- Contracts between hospice providers and long term care facilities should specify the responsibilities of the hospice provider for reimbursing the facility in a timely manner for the room and board charges. Disputes regarding payment of the room and board charges must be resolved between the long term care facility and the hospice provider.

Any questions regarding this notice may be directed to the Bureau of Comprehensive Health Services at (217) 782-5565.

Matt Powers, Administrator  
Division of Medical Programs